

How to use Cavaris: Frequently Asked Questions (FAQ)

Q01: Who is permitted to view, edit and/or submit applications (or file reports)?

A: People can have different roles in the system. Each role has different permissions.

Only the following roles are permitted to:

- View an application/report:
 - Applicant
 - Project manager
 - Work package leader
 - Talent coordinator
 - Director of Institute
 - Board member
 - Student coordinator
 - Head of department
 - Legal contact
 - Project partner
 - Valorisation officer
 - Personnel appointed
- Edit an application/report:
 - Applicant
 - Project manager
 - Work package leader
 - Talent coordinator
- Submit an application/file a report:
 - Applicant

Q02: How can I save information when it's not ready for submission?

A: When opening an application, a 'Save Draft' button is present to save the information entered. When using this button, Cavaris will store the information.

Q03: Where can I upload (additional) documents?

A: In the final tab (Additional Documents) additional documentation and/or comments can be submitted.

Q04: How can I add (special) symbols/characters?

A: Please open a new Word-document. Next, either type the word with the special symbol in it or type only the symbol. Then copy/paste the word or symbol in the textfield in Cavaris.

Q05: Where can I add figures/pictures?

A: Go to the Additional Documents tab, and submit your additional figures/pictures as attachments.

Q06: Where can I add references?

A: In the final tab (Additional Documents) additional documentation and/or comments can be submitted.

Q07: How can I generate a PDF (as a final check) before submitting my application?

A: Please use the Export PDF-button in the tab General Information to export your application as a PDF and review the information before submitting your application to DHF.

Q08: Who should I contact if I have any questions?

A: For questions

- about the call, please review the brochure and find the contact person assigned to your call in order to receive more information
- about the system, please contact: research@hartstichting.nl

Granted projects

Q09: What is a change request?

A: Via a change request you can:

- change an applicant
- change/add/remove a project partner
- report changes in the budget
- change/add/remove personnel appointed
- other changes in the project

Q10: How do I keep track of the output of a project?

A: By going to the 'Output' button in the Application Dashboard you can add output to your ongoing and also closed projects

- This concerns publications, scientific and non-scientific, patents, book chapters, newspaper article, patents, start-up companies, input for guidelines, artistic products, meetings, congresses etc.

Q11: How do I tell the DHF who is working on the project?

A: Personnel appointed has to be added to the project via a Change Request (see above)